

Task/Process: Disconnecting from Work Policy	Department: All theatres, head office
Prepared/Revised by: Mark Lavaway / Jessica Lagoda	Approved by: Mark Lavaway
Date issued: June 21, 2022	Last reviewed: January 14, 2025

Ed Mirvish Enterprises Limited – Disconnecting from Work Policy

Purpose:

This policy was developed in accordance with the directives as set out in the Employment Standards Act, Part VII, 0.1 – Written Policy on Disconnecting from Work and the Working for Workers Act, 2021.

Ed Mirvish Enterprises Limited (EMEL) recognizes that every employee has the right to, and should, disconnect from work outside of their normal working hours.

The health and wellbeing of our employees is of the utmost importance and, we as a company, encourage and support all employees in prioritizing their individual work-life balance.

Scope:

The EMEL Disconnecting from Work Policy applies to all EMEL employees excluding independent and dependent contractors, their staff and subcontractors at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

Definitions:

The Right to Disconnect refers to “an employee’s right to not engage in work-related communications, including emails, telephone calls, video calls, texts or sending or reviewing of other messages, so that they are free from work duties and responsibilities, outside normal working hours”

Working Hours means an employee’s working hours as established in their employment agreement/collective agreement or as mutually agreed upon between the employee and their supervisor. Employees’ working hours vary by department or work unit depending on arrangements with employees (e.g., afternoon, evening, and weekend shifts), and the employee’s responsibilities, and professional obligations, which may require the Employee to be available for Emergencies, urgent and/or time-sensitive matters.

After-hours refers to any time between the hours of 7:00 p.m. to 7:00 a.m., Monday to Thursday, and after 6:00 p.m. Friday, all day Saturday, Sunday, and statutory holidays, based on standard business hours. We also recognize that many EMEL employees work during the evening, on weekends and on holidays because of the nature of our business.

Policy:

While some duties outside of working hours and after-hours may be necessary and unavoidable, this policy serves to support all employees in adopting Disconnection from Work as a guiding approach to achieving the objectives outlined above.

Needs of the Business:

As always, there will be legitimate situations when it is necessary to contact colleagues/ clients/ customers outside of normal working hours, including but not limited to;

- Checking availability for schedules/shifts,
- To fill in at short notice for a sick colleague,
- Where unforeseeable circumstances may arise,
- Where an emergency or crisis management circumstance may arise,
- Where business and operational reasons require contact out of normal working hours.

Although everyone should be mindful of the right to disconnect, it is important that we also acknowledge that situations can arise where it is not possible to deal with matters during normal working hours.

Work-Related Communication

Where possible, work-related communications should be checked or sent during working hours only. Employees are not expected to respond or initiate communication outside of their working hours and workdays and will follow up on their next working day.

Some Employees' duties and responsibilities may require communicating with individuals and organizations in different time zones and/or from different provinces or countries. This may require that the employees work after-hours or beyond their standard workday. Additionally, due to the nature of our business, production load-ins/outs, rehearsals, opening nights, and performances/operating hours, work hours may be extended. Employees are encouraged to discuss any concerns regarding working hours with their manager or Human Resources.

Employees that are not online or available during their working hours are expected to update their status on their shared calendar, email, or voice mail.

If an emergency or an urgent situation arises outside of an employee's regular working hours or after-hours that requires an immediate response, e-mails should be marked as Urgent or Emergency. A phone call or text to the employee may be required.

Employees are strongly encouraged not to contact other employees who are on vacation. The employee sending the communication should think about the timing of their communication and the potential that they may be disturbing a colleague on holiday. The employee receiving the communication is not expected to respond until their next workday.

Evaluation:

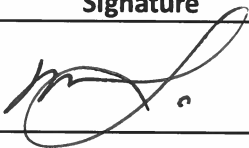

EMEL reserves the right to modify this policy in whole or in part at any time. Management will evaluate this Disconnecting from Work Policy from time to time.

Revisions:

Revision Made	Revision Made By	Date
Adding "CAA" to the "CAA Ed Mirvish Theatre"	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14, 2023
Renaming our Head Office, adding our address and including the option for remote working		
Grammatical changes	Mark Lavaway, Jessica Lagoda, Katelyn Doyle	January 14 th , 2025

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations and Business Development		2.5.2025
David Mucci Managing Director		2.5.2025

